

**Commonwealth of Massachusetts  
Executive Office of Energy and Environmental Affairs  
Internship Position Description Form**

Date: Fall of 2019
Program Name: Mounted Unit Park Ranger Internship
Location/Address: 3 Randolph Street, Canton MA 02021

**EEA INTERNSHIP PROGRAM POSITIONS ARE UNPAID**

**Positions available:** (3)

1. Stable Aide Intern,
2. Equestrian Intern
3. Equine Administrative Assistant Intern

**Brief Description of Internship Position:**

Interns will gain experience and knowledge of the profession by assisting mounted rangers with preparations for the park patrols, programs, and/or events. *For equine administrative assistant - administrative duties are included in preparations.*

All Park Ranger Mounted Unit Interns assist with park programs that involve school/special from toddlers to elderly, special needs groups and the general public, CORI check required. No paid positions available.

**Description of Duties and Responsibilities:**

- Commitment must be minimum 1 day per week.

**Preferred Knowledge and Skills:**

- Stable Aide Intern – must possess basic knowledge of horsemanship
- Equestrian Intern – must be intermediate level or better in English – style horseback riding ability (walk, trot, canter ring and trail.) Able to mount from ground.
- Equine Administrative Assistant Intern – must possess knowledge of Microsoft programs (word, excel, power point, access, etc.)

**Hours per week:**

- A minimum of three hours per week is required.

**Other relevant information:**

- Enhance job applications with professional association and experience.
- Develop spirit of cooperation and collaboration within your community.
- Support environmental sustainability by enhancing and protecting wildlife habitats and natural areas in parks.
- Complete training session series for certificate and letter of reference.

**Email Completed Position Descriptions to: [EEA.Training@mass.gov](mailto:EEA.Training@mass.gov)**